

SHS Media Center Pass Policy

In the fall of 2006, the Media Center instituted a pass policy to enable the Media Center staff to maximize the resources of the center for classes, students and staff. Because of “senior privilege”, the procedure differs for underclassmen and senior students as explained below.

Underclassmen:

- Students need a pass from one of the media staff to use the Media Center during their study halls.
- Students may obtain passes to work on research assignments, to borrow library books, to engage in quiet study or collaboration.
- Passes will be distributed in the Media Center before school from 7:00 – 7:30 am and after school from 2:00-3:00 pm.
- Students whose classes meet in the center for research may also obtain a pass at the end of the class session before leaving the Media Center for their next class.
- Access may be restricted to research related assignments depending on the number of classes being accommodated.
- Students must report to study hall, show their pass to their study hall teacher, sign-in and leave their pass when they arrive in the Media Center.
- Students will not be allowed out of study hall to come to the Media Center without this pass.
- A list of students’ names will be recorded and checked as students arrive in the Media Center.
- Students are expected to arrive within 10 minutes of the period and to remain for the entire period.
- Students will be granted a pass for only one study period per day unless the media staff grants additional time.

Seniors:

- Seniors do not need passes to come to the Media Center during studies.
- Seniors must report to the Media Center within the first 10 minutes of the period and sign-in at the door.
- Seniors may leave the Media Center to go back to their common study at any time but may not return to the media center during that class period.
- Seniors wanting to leave the media center for other reasons (e.g. to visit lockers, the bathroom, etc.) must sign-out and take a pass.

All Students:

- Must sign-in.
- Must arrive within the first 10 minutes of the period.
- Sign-out and take a pass to go to their locker, etc.

All students whose behavior in the library is inappropriate may lose their privilege to use the library for a specified period of time to be determined by their grade administrator. Depending of the infraction, other disciplinary measures may be taken by administration.

